



CITY OF MEMPHIS

Tennessee

A C Wharton, Jr., Mayor of Memphis
Jack Sammons, Chief Administrative Officer
Larry Godwin-Director of Police Services

MEMPHIS POLICE DEPARTMENT

Background Investigation Unit

4371 O.K. Robertson Road

Memphis, TN 38127

FAX (901)354-1772/(901)354-1774

FAX TRANSMISSION



INSTRUCTION SHEET (FOLLOW COMPLETELY)

The following items and information will be needed **PRIOR** to logging into the Memphis Police Department's online application. The online application **CANNOT** be submitted without the following information.

1. A personal E-Mail Account
 2. Original and current Drivers License.
 3. Original Social Security card.
 4. Certified Copy of Birth Certificate.
 5. Emergency Contact Number.
 6. Marriage License's or Court Orders for any Alias/Maiden names.
 7. Family information: Spouse's name, date of birth and employer.
 8. A complete list of all address resided in since 18 years of age to present (dates can be approximated).
 9. Name and date of High School where a diploma was issued.
 10. Name and dates of College or Trade Schools attended and degrees granted.
 11. List of all applicable skills/licenses: computer certification, business licenses, permits issued.
 12. Original Military DD-214 with Activation Dates and Discharge Classification.
 13. Information on all vehicles owned/buying: Make, Model, Year and Tag Number.
 14. Driving History from the past 12 months to current, including dismissed tickets.
 15. All criminal history: physical arrest/ misdemeanor citation: dates, charges and dispositions.
 16. Three (3) Personal References: Complete Name, Address and **Current Telephone Numbers**.
 17. Past Employment History from 18 years of age to current: Employers Name, Address, **Current Telephone Number**, position held and dates employed.
- **This information MUST be accurate and entered in completely.****